### Using Duxbury Software

to

### **Produce Braille Documents**

#### Worksheets/Handouts/Tests

- When does the student need the worksheet?
- Is it a worksheet you are creating?
- Is it a worksheet you are receiving from someone else to transcribe into braille?
  - Ask for a Word document
  - If you receive a PDF or a hard copy of the worksheet
    - Changing a PDF into a Word Document requires OCR (optical character recognition) software, such as Adobe Pro, Abbyy FineReader or OmniPage
    - A copy of the worksheet requires you to scan or input all the material.

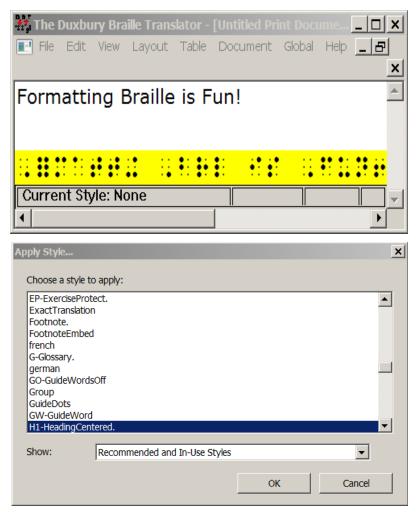
# Working in Duxbury Braille Software to Create a Document

- Go to File\New
- Select Document Type -- Print or Braille
- Select Template
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) BANA
  - English (BANA Pre-UEB Textbook DE) BANA
- Click OK

e: New		×
Document Type:		
Print	O Braile	
Document Settings Temp	ate:	
English (BANA Pre-UEB Te		
	xtbook DE) - BANA Nemeth xtbook DE) - Textbook Fmt	
English (BANA Pre-UEB) -	Literary Format	
English (BANA Pre-UEB) -		
English (British Pre-UEB) - English (British Pre-UEB) -		
English (UEB) - Australian		
English (UEB) - BANA		<b>•</b>
	Mark template as default	
	Hide Template	
	Select Region	
	Show Hidden Templates	
	OK	Cancel

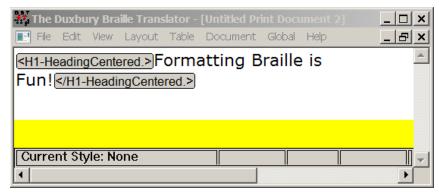
# Working in Duxbury Braille Software to Create a Document

- Input text
- To format text, go to
   Layout\Apply Style
   or just select F8, and
   choose the style you
   want to use. Click OK.
- There is also a Layout\
   Apply Last Style or F8 that will resume the last style used.



## Working in Duxbury Braille Software to Create a Document

• The text will now show the code selected.



 To translate text into braille, go to File\Translate, or use shortcut Ctrl-T.

👫 The Duxb	ury Bra	ille Trans	alator -	[Un	titled	Brai	ille Do	cum	nen	t 2]				×
💽 File Edit	View	Layout	Table	Do	cumer	nt (	Global	He	elp				_ 8	×
			:: :	•	•		•••	:.	•	•••	•••••	:. <b>! ! !</b>	2	
Formatt														
Current St	yle: h1	l-headin	igcen	tere	d.				Pa	age:1	Line:1	Column:14 t	Keys:6	•
•														

#### Working in Word to Create a Document Two Important Steps!

- Preparing a file to open in braille software should always include two important steps:
  - 1. Clean-Up
  - 2. Formatting
- These steps can take a minute or a hour, depending on the amount of time you have and how much is needed to make the material understandable for the reader.
- Often, just a few minutes could make a huge difference in readability for the student.

#### Two Important Steps! • 1. Clean-Up:

- Scanning: quality of paper, size/type of font, and spacing of print greatly affects the end product.
  - A capital "I" may scan as the number 1
  - Colons may scan as semicolons; periods as commas
  - Any 'spec' on the print page will scan as something
  - The letters 'rn' may become the letter 'm'
  - Optional hyphens that divide words at the end of a print line may be retained in the file.
    - Will you for-

mat this paper?

*,*W y =-mat ? pap]8

#### **Two Important Steps!**

#### • 2. Formatting

- Helps divide a document into separate, important sections
- Organizes the material; how you interpret the material as you are trying to read it
- If everything is Left Flush, the reader is forced to spend time interpreting and mentally organizing what is on the page, instead of reading and understanding the material
- A Left Flush 'heading' could be displayed material

### Why format?

- <u>Something</u> in braille is not always better than <u>no</u> braille.
- Importing a file and just letting the braille software do all the work can result in "dirty braille".
- Even a little clean-up/format will help the reader a lot.
  - Headings
  - Paragraphs
  - Directions
  - Listed items
  - Emphasized text (important material, not "eye candy")

#### Example 1: Paragraphs

- Refer to Handouts for Example 1: Paragraphs
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 1 unformatted handout
  - Use the Duxbury BANA Template to format text OR
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text

#### **Example 1: Paragraphs - unformatted**

W				Exampl	le 1_Paragrap	hs_unforma	atted.docx	- Microso	oft Word			- 0	23
File	Home	Insert	Page Layout	References	Mailings	Review	Braille	View	Developer	Add-Ins		۵ (	8
DBT	*												
Menu Comm	nands												
🛃 🤊 - e	5 🖨 🗋	ሷ 🗸 💞	୩ 🔳 🗐 🖧	⁄∂ ∓									
L · · · · ·			$(1, 1, \dots, 1, n)$	· · 2 · · · I	3 .		• 4 • • •	1	5 · · · 1 · ·	· · 6 · · · 人 ·	• • • 7 • • •	[	
Normal	E	X	AM	PLI	E 1:	₽₄	<b>4</b> R	A	GR	API	HS	[	
											-		
Normal	The	ese ar	e example	s of para	graphs t	hat wil	l be fo	rmatt	ed as Bo	dy Text, w	hich is the		
	nor	mal i	ndentatior	of most	paragra	phs in	print.						
Normal	In b	oraille	, this form	at begins	s in cell	3 and c	arries	over o	or "runov	vers" onto	cell 1 if more		
	tha	n 40 d	cells are ne	ecessary.									
Normal	Die	ساد انس		n a a d a d h		Dedu	Taut no		mha				
	ыа	nk iin	es are not	needed	between	воау	rext pa	iragra	pns.				
Normal													
Normal	Th	ese ar	e exampl	es of para	agraphs	that w	ill be f	orma	tted as L	eft Flush,	, which is the		
	san	ne as l	blocked pa	aragraphs	s in prin	ıt.							
Normal	In	braille	e, it begins	s in cell 1	and car	ries ov	ver or "	runov	vers" ont	to cell 1 if	more than 40		
	cell	ls are	necessary										
Normal	Al	wavel	eave a bla	nk line h	otween	Left F	lush n	araora	nhs or th	new could	easily be		•
		-	n for one b				•	aragra		icy could	casily be		Ť O
<b>▲ Ⅲ</b>				-8 r 8								•	¥
Page: 1 of 1	Words:	121								1 🖬 🖷 🔳 9	90% 🗩 – 🖓	+	

#### Example 1: Paragraphs - formatted

W	Example 1_Paragraphs.docx - Microsoft Word	- 0 X					
File	Home Insert Page Layout References Mailings Review Braille View Developer Add-Ins	۵ (?)					
DBT	<ul> <li>Body * Contents * Exercise * Glossary * Headings * Index * List * Misc * Notes * Numbered * Plays * Poetry * Tables * Page Setups *</li> <li>T# # Other Page Numbers * Reset ◆ ◇ B R Y IPA * IN G GW L# U F G I L S DBT Codes *</li> <li>N# # Other Page Numbers * Nemeth * Nemeth Codes * Emphasis *</li> </ul>						
Menu Comm	nands Custom Toolbars						
🗐 🤊 - C	5 🖨 🗋 💁 + 💝 ୩ 🖹 🗐 🖧 🦽 🗢						
L · · · ·	······································	- Co					
Heading 1	Example 1: Paragraphs						
Body Text	ody Text These are examples of paragraphs that will be formatted as Body Text, which is the normal indentation of most paragraphs in print.						
Body Text							
Body Text Body Text	Blank lines are not needed between Body Text paragraphs.						
LeftFlush	These are examples of paragraphs that will be formatted as Left Flush, which is the same as blocked paragraphs in print.						
LeftFlush	In braille, it begins in cell 1 and carries over or "runovers" onto cell 1 if more than 40 cells are necessary.	-					
LeftFlush	Always leave a blank line between Left Flush paragraphs or they could easily be mistaken for one big paragraph in braille!	± ○ ∓					
•		•					
Page: 1 of 1	.   Words: 121   🛅   🖹 🗐 🕄 🖉 🗮 80% -	—+:					

#### Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) BANA
  - English (BANA Pre-UEB Textbook DE)
    - BANA
- Click OK

Import File
Template
English (BANA Pre-UEB Textbook DE) - BANA English (BANA Pre-UEB Textbook DE) - BANA Nemeth English (BANA Pre-UEB Textbook DE) - Textbook Fmt English (BANA Pre-UEB) - Literary Format English (BANA Pre-UEB) - Literary Format English (BANA Pre-UEB) - NML (Daisy-NISO-NIMAS) English (British Pre-UEB) - no caps in literary English (British Pre-UEB) - with capitals English (UEB) - Australian formatting English (UEB) - BANA
Set template as default
Hide Template
Select Region
Show Hidden Templates
Import Filter
Formatted braille (Local Encoding) Formatted braille Formatted bre-UEB to Print SGML/ICADD/HTML XML-Daisy/Niso TeX or LaTeX OpenXML / Word 2007
Code Page (Character Set):
WINDOWS-1252
OK Cancel

🗱 The Duxbury Braille Translator - [Example 1_Paragraphs.dxp New Print Document]
File Edit View Layout Table Document Global Help
<pre></pre> Centered.>[hl1]Example 1: Paragraphs
[sk1]
B-BodyText.>These are examples of paragraphs that have beer
formatted as Body Text, which is the normal indentation of mos
paragraphs in print.
-B-BodyText.>In braille, this format begins in cell 3 and
carries over or "runovers" onto cell 1 if more than 40 cells are
necessary.
<b-bodytext.>Blank lines are not needed between Body Text</b-bodytext.>
[sk1]
Current Style: None Keys:1

- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 1 braille handout.

#### Example 2: Lists

- Refer to Handouts for Example 2: Lists
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 2 unformatted handout
  - Use the Duxbury BANA Template to format text
     OR
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text

#### Example 2: Lists - unformatted

W	Example 2.docx - Microsoft Word
File	Home Insert Page Layout References Mailings Review Braille View Developer Add-Ins 🗠 🥝
Paste	Algerian
Clipboard	Font Font Paragraph Styles Styles Editing
🔒 🔊 -	u 🖶 🗋 🗟 - 🕉 🛚 🖻 🖓 🍫 =
L ·	
Normal	EXAMPLE 2: LISTS
Normal	
Normal	Vocabulary Words
Normal	finally
Normal	vacation
Normal	splashed
Normal	disappointed
Normal	
Normal	Movies
Normal	Musicals
Normal	• Singin' in the Rain (1952) tops the American Film Institute's list of the 25 best American
	musicals.
Normal	• West Side Story (1961) was chosen as the best screen musical by readers of The Observer
	in a 2007 poll.
Normal	• <i>The Sound of Music</i> (1965) was chosen as the best musical for Best in Film: The Greatest
	Movies of Our Time.
Page: 1 of	▶ 1   Words: 69 🔆 🔚   = 160% —

#### Example 2: Lists - formatted

W	Example 2_Lists.docx - Microsoft Word 🗖 🗉 🔀
File	Home Insert Page Layout References Mailings Review Braille View Developer Add-Ins 🗠 🥝
DBT	* Body * Contents * Exercise * Glossary * Headings * Index * List * Misc * Notes * Numbered * Plays * Poetry * Tables * Page Setups *
	T# 拱 Other Page Numbers - Reset 🗢 🛇 🖪 R 🍸 👝 IPA 🍬 🗄 IN G GW L# U 🗜 G I L S DBT Codes -
	▶ ∰ Other Page Numbers ▼ Nemeth ▼ Nemeth Codes ▼ Emphasis ▼
Menu Comm	nands Custom Toolbars
🔒 🤊 - e	j ♣ D Q - ♥ ¶ 🗐  器 ル マ
L · · ·	······································
Centered	Example 2: Lists
5-5	
5-5	<b>T</b> 7 1 1 <b>T</b> T7 1
1-3	Vocabulary Words
	finally
1-3	vacation
1-3	splashed
1-3	disappointed
1-3	
5-5	Movies
7-7	Musicals
1-3	• <i>Singin' in the Rain</i> (1952) tops the American Film Institute's list of the 25 best American musicals.
1-3	• West Side Story (1961) was chosen as the best screen musical by readers of The Observer in a 2007 poll.
1-3	• <i>The Sound of Music</i> (1965) was chosen as the best musical for Best in Film: The Greatest Movies of Our Time.
4	
Page: 1 of 1	. Words: 69 🛅 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐

#### Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) BANA
  - English (BANA Pre-UEB Textbook DE)
    - BANA
- Click OK

mport File			×
			<u>^</u>
Template			
English (BANA Pre-UEB Tex			
	ktbook DE) - BANA Nemeth ktbook DE) - Textbook Fmt		
English (BANA Pre-UEB) - L			
English (BANA Pre-UEB) - >			
English (British Pre-UEB) -			
English (British Pre-UEB) -			
English (UEB) - Australian f English (UEB) - BANA	ormatung		<b>•</b>
	Set template as defau	ult	
	trate Translation		
	Hide Template		
	Select Region		
	Show Hidden Templates		
	- Show Hudden Templates		
Import Filter			
Formatted braille (Local En	codina)		
Formatted braile	loodingy		
Formatted Pre-UEB to Prin	it		
SGML/ICADD/HTML			
XML-Daisy/Niso TeX or LaTeX			
OpenXML / Word 2007			<b>•</b>
Code Done (Champton Cot)			
Code Page (Character Set)	:		
WINDOWS-1252			•
		ОК	Cancel

🗱 The Duxbury Braille Translator - [Example 2_Lists.dxp New Print Document]	
File Edit View Layout Table Document Global Help	<u>_ 8 ×</u>
<pre><centered.>[hl1]Example 2: Lists</centered.></pre> /Centered.>	<u> </u>
[sk1]	
S-5.>Vocabulary Words	
< <u>1-3.&gt;</u> finally <u 1-3.>	
< <u>1-3.&gt;</u> vacation <u /1-3.>	
< <u>1-3.&gt;</u> splashed< <u>/1-3.&gt;</u>	
<pre>disappointed </pre>	
[sk1]	
< <u>5-5.&gt;</u> Movies< <u>/5-5.&gt;</u>	
< <u>7-7.&gt;</u> Musicals <u><!--7-7.--></u>	
≤1-3.>● [fts~i]Singin' in the Rain[fte~i] (1952) tops the	
American Film Institute's list of the 25 best American	
musicals.	
(1-3.>• [fts-i]West Side Story[fte-i] (1961) was chosen as the	
best screen musical by readers of [fts-i]The Observer[fte-i] in	
a 2007 poll. (/1-3.)	
Its-i The Sound of Music [ffe-i] (1965) was chosen as the best musical for Best in Film: The Greatest Movies of Our	
Time. 1-3.	
[sk1]	
<pre><centered.>[hl1]: ** ** ** ** ** ** ** ** ** ** ** ** **</centered.></pre>	
Current Style: Centered.	s:1 🚽

- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 2 braille handout.

#### **Example 3: Directions with Sentences**

- Refer to Handouts for Example 3: Lists
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software

#### • Follow these steps:

- Open a new file in Word and attach the Duxbury BANA Template
- Type in text, as shown in Example 3 unformatted handout
- Use the Duxbury BANA Template to format text OR
- Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
- Use the Duxbury BANA Template to format text

#### Example 3:

#### **Directions with Sentences - unformatted**

W			Exa	mple 3_Directio	ns with Exerc	cise Sentenc	es.docx - N	Microsoft	Word		c	_ 0	D 23
File	Home	Insert	Page Layout	References	Mailings	Review	Braille	View	Developer	Add-Ins		۵	?
	BT ▼												
Menu Cor													
<b>9</b> • 7 •			¶ 📃 🖳 🖧										
	· .	· ·	· · · <u>1</u> ·	· ·   · ·	2	· · I	3	3 · ·	· · · ·	• 4 • • •	· · · ·	• 5	2
Normal	$\mathbf{E}$	KAM	PLE 3										
Normal	DI	RE	CTION	s wi	тн е	XEI	RCIS	SE S	SENT	ENCH	ES		
Normal													
Normal	Rea	ad the	sentence	below.	Replac	e the <u>ı</u>	under	<u>lined</u>	pronou	n with a	a noun.		
	Tel	l if th	e words i	n <i>italics</i>	are pro	onoun	s or n	ouns					
Normal	1. <u>F</u>	<u>le</u> ran v	very fast a	ll the wa	y down	the <i>st</i>	reet ar	nd ma	de it to	the finish	line!		
Normal													
Normal	Loc	ok at t	he words	s in <b>bol</b> d	. Tell	if they	are a	dject	ives or	nouns.			•
Normal	2. Is	s it alw	ays going	to be thi	s <mark>cold</mark> , d	or will i	it be <b>w</b>	/arm :	someday	/?			* 0
Normal													Ŧ
Page: 1 o	f1 Word	s: 73  🛅							1 🖪 🗇 📕	140% —		€	• •:

#### Example 3:

#### **Directions with Sentences - formatted**

W	Example 3_Directions with Exercise Sentences.docx - Microsoft Word 🗖 🖸 🔀
File	Home Insert Page Layout References Mailings Review Braille View Developer Add-Ins 🗠 🝞
DBT -	Body * Contents * Exercise * Glossary * Headings * Index * List * Misc * Notes * Numbered * Plays * Poetry * Tables * Page Se
	T# # Other Page Numbers - Reset 🔶 🕒 R 🍸 IPA 🍬 🗄 IM G GW L# U F G I L S DBT Codes -
	N <sub>#</sub> <u>,</u> Other Page Numbers ▼ Nemeth ▼ Nemeth Codes ▼ Emphasis ▼
Menu Co	Custom Toolbars
🛃 🤊 - e	) 🖨 🗋 💁 - 🌮 ¶ 🗐 🕮 🖧 🦽 -
L	· · · · · · · · · · · · · · · · · · ·
Heading 1	Example 3
Heading 1	Directions with Exercise Sentences
Directions	Read the sentence below. Replace the <u>underlined</u> pronoun with a noun. Tell if the words in <i>italics</i> are pronouns or nouns.
Exercise1	1. <u>He</u> ran very fast all the way down the <i>street</i> and made it to the finish <i>line</i> !
Exercise1	
Directions	Look at the words in <b>bold</b> . Tell if they are adjectives or nouns.
Exercise1	2. Is it always going to be this cold, or will it be warm someday?
Exercise1	•
	¥
	Words: 73 🔚 90%
Page: 1 of 1	Words: 73 🔚 🗏 🗐 🕼 🔚 90% 🕞 🕂 🕂

#### Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) BANA
  - English (BANA Pre-UEB Textbook DE)
    - BANA
- Click OK

Import File		×
Template		
English (BANA Pre-UEB Textbook DE) - BANA English (BANA Pre-UEB Textbook DE) - BANA Nemeth English (BANA Pre-UEB Textbook DE) - Textbook Fmt English (BANA Pre-UEB) - Literary Format English (BANA Pre-UEB) - NML (Daisy-NISO-NIMAS) English (British Pre-UEB) - no caps in literary English (British Pre-UEB) - with capitals English (UEB) - Australian formatting English (UEB) - BANA		▲ 
Set template as def	ault	
Hide Template		
Select Region		
Show Hidden Templates		
Import Filter		
Formatted braille (Local Encoding) Formatted braille Formatted Pre-UEB to Print SGML/ICADD/HTML XML-Daisy/Niso TeX or LaTeX OpenXML / Word 2007		▲ 
Code Page (Character Set):		
WINDOWS-1252		<b>_</b>
	OK	Cancel

The Duxbury Braille Translator - [Example 3_Directions with Exercise Sentences.dxp New Print Document]	_ 🗆 🗙
💽 File Edit View Layout Table Document Global Help	_ <u>-</u>
<h1-headingcentered.>Example 30</h1-headingcentered.>	
Directions with Exercise Sentences	
<directions.>Read the sentence below. Replace the</directions.>	
[fts-u]underlined[fte-u] pronoun with a noun. Tell if the words	
in [fts~i])italics[fte~i]) are pronouns or nouns.	
<e-exercise.>[hl1]1. [fts~u]He[fte~u] ran very fast all the way</e-exercise.>	
down the [ffs~i]street[ffe~i] and made it to the finish	
[fts~i]line![fte~i]	
[sk1]	
<u>Example 2</u>	
they are adjectives or nouns.	
<e-exercise.>[hl1]2. Is it always going to be this</e-exercise.>	
[fts-b]cold,[fte-b] or will it be [fts-b]warm[fte-b] someday?	
[sk1]	
<h1-headingcentered.>:; :: :: :: :: :: :: :: :: :: :: :: :: :</h1-headingcentered.>	
Current Style: H1-HeadingCentered.	Keys:1 🚽

- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 2 braille handout.

#### **Example 4: Multiple Choice Questions**

- Refer to Handouts for Example 4: Multiple Choice
  - Word handouts: shows unformatted and formatted styles in left margin
  - Braille handout: shows material translated in Duxbury Software
- Follow these steps:
  - Open a new file in Word and attach the Duxbury BANA Template
  - Type in text, as shown in Example 4 unformatted handout
  - Use the Duxbury BANA Template to format text OR
  - Open the file that needs to be formatted and attach the Duxbury BANA Template. (You may need to select **Draft View**)
  - Use the Duxbury BANA Template to format text

#### **Example 4: Multiple Choice - unformatted**

W			Example	e 4_Multiple Cl	hoice_unform	atted.docx	- Microsof	t Word			_ 0	23
File	Home	Insert	Page Layout	References	Mailings	Review	Braille	View	Developer	Add-Ins	) a (	?
Di Menu Cor	BT ▼									×		
🔒 🖉 🗸	U 🖨 🗋	ሷ 🕶 💞	୩ 📃 🖳 🖧	<i>∕</i> ∂ <del>-</del>								
L · · ·					4	1 · · · 5 · ·		5 • • • 🕹 •	7		[	
Normal	EXA	MPLE	: <b>4: M</b> ULT		HOICE	1 1	1					
Normal			rrect answer									
Normal			rack team because he									
Normal	a. fast	,		,								
Normal	b. slow											
Normal	c. car											
Normal	3. Thoma	as joined the f	rack team because he	is able to run really	I							
Normal	a. fast											
Normal	b. slow											
Normal	c. car											
Normal	4. Thoma	as ran a very	fast race—so he	the race!	!							
Normal	a. track											
Normal	b. won											
Normal	c. behind											
Normal	4. Thoma	as ran a very	fast race-so he _ the r	ace!								
Normal	a. track											Ŧ
Normal	b. won											* 0
Normal	c. behind											¥
•											•	
Page: 1 c	of 1 Words	: 89   🛅							70% 🔶			

#### Example 4: Multiple Choice - formatted

W	Example 4_Multiple Choice.docx - Microsoft Word	• **				
File	Home Insert Page Layout References Mailings Review Braille View Developer Add-Ins	۵ (?)				
DBT -	Body * Contents * Exercise * Glossary * Headings * Index * List * Misc * Notes * Numbered * Plays * Poetry * Ta	bles				
	T# # Other Page Numbers → Reset ◆ ◇ B R Y IPA 🔩 🗄 IN G GW L# U F G I L S					
	N # # Other Page Numbers ▼ Nemeth ▼ Nemeth Codes ▼ Emphasis ▼	·				
Menu Co.						
	≝ ♣ ♪ 않 + ♥ ¶ ☱ ≝ ♣ ル ≠	_				
	···· ·································	C2				
Heading 1		-				
	Example 4: Multiple Choice					
5-5	Choose the correct answer to fill in the blanks.					
Exercise1	3. Thomas joined the track team because he is able to run really					
Exercise2	a. fast					
Exercise2	b. slow					
Exercise2	c. car					
1-5	3. Thomas joined the track team because he is able to run really					
3-5	a. fast					
3-5	b. slow					
3-5	c. car					
Exercise1	4. Thomas ran a very fast race—so he the race!					
Exercise2	a. track					
Exercise2	b. won					
Exercise2	c. behind					
1-5	4. Thomas ran a very fast race-so he _ the race!	-				
3-5	a. track	*				
3-5	b. won	0				
3-5	c. behind	Ŧ				
4		•				
Page: 1 o	f 1 Words: 89 🔚 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐 🗐	÷				

#### Example 4: Multiple Choice - formatted

- Directions: 5-5
- Multiple Choice: an Exercise with Subentry
  - Similar to outline format
  - Question: main entry: 1-5
  - Answer choices: subentry (all at the same level): 3-5
- All runovers for the question and any subentries are the same.
- Example of more subentries:
  - State / Capital / State bird / State flower
  - 1-9 / 3-9 / 5-9 / 7-9

#### Example 4: Multiple Choice - formatted

- Compare the blanks to be filled-in and the different dashes in the repeated #3 and #4 sentences.
- Low Line: UEB 'blank' showing that the student needs to fill-in an answer. \_ .-
  - Located on top row of keyboard with the hyphen
  - If this appears in print
- <u>Dash</u>: A short dash (en dash) or a longer dash (em dash) will be translated correctly in Duxbury 11.3 as the UEB dash. ,-

#### Steps for bringing a Word Document into Duxbury Braille Software

- In Duxbury Software, go to File\Open
- Select document you want to bring into Duxbury Software
- Choose the template you want to use (Duxbury 11.3)
  - English (UEB) BANA
  - English (BANA Pre-UEB Textbook DE)
    - BANA
- Click OK

mport File			×
Template English (BANA Pre-UEB Tex English (BANA Pre-UEB Tex English (BANA Pre-UEB) - Ex English (BANA Pre-UEB) - Li English (BANA Pre-UEB) - Xi English (British Pre-UEB) - m English (British Pre-UEB) - m English (UEB) - Australian fo	tbook DE) - BANA Nemeth tbook DE) - Textbook Fmt terary Format ML (Daisy-NISO-NIMAS) o caps in literary <i>i</i> ith capitals		
English (UEB) - BANA	imatong		<b>_</b>
	Set template as defau Hide Template Select Region	JIT	
Import Filter			
Formatted braille (Local Enc Formatted braille Formatted Pre-UEB to Print SGML/ICADD/HTML XML-Daisy/Niso TeX or LaTeX OpenXML / Word 2007	57		
Code Page (Character Set):			
WINDOWS-1252			•
		ОК	Cancel

King Chennel And Chennel	×
Example 4: Multiple	
Choice	
K5-5.>Choose the correct answer to fill in the blanks.	
<b>E-Exercise.&gt;[h11]</b> 3. Thomas joined the track team because he is	
able to run really	
hza. fast 🛛	
hzb. slow ()	
[hl2]C. Car	
3. Thomas joined the track team because he is able to run	
really 1-5.	
<3-5.>a. fast 3-5.	
< <u>3-5.&gt;</u> b. slow <u><!--3-5.--></u>	
< <u>3-5.&gt;</u> <b>c.</b> car< <u>(3-5.&gt;</u> )	
<u>E-Exercise.&gt;[hl1]</u> 4. Thomas ran a very fast race—so he	
the race! 🔟	
hzja. trackiji	
hzb. wonii	
[hl2]c. behind	
4. Thomas ran a very fast race-so he _ the race!	
<3-5.>a. track 3-5.	
<3-5.>b. won 3-5.	
<3-5.>c. behind 3-5.	
<h1-headingcentered.>::::::::::::::::::::::::::::::::::::</h1-headingcentered.>	
Current Style: H1-HeadingCentered.	s:1

- To translate your text into braille, go to File\Translate, or use shortcut Ctrl-T.
- Your document should look like Example 4 braille handout.

#### **Contact Information**

Betsy Scott Indiana Educational Resource Center Braille Project Manager 7725 North College Avenue Indianapolis, IN 46240-2504 bscott@isbvik12.org 317-253-1481 ext: 267